

ANNOUNCEMENT

DEPARTMENT OF ADMINISTRATION

Effective: July 1, 2003

Destroy Date: June 30, 2004

2003- 2004 RATES
TRANSPORTATION PROCUREMENT, ENTERPRISE FLEET SUPPORT
AND STATE SURPLUS PROPERTY PROGRAM
BUREAU OF GENERAL SERVICES
BUREAU OF PROCUREMENT

TRANSPORTATION-RELATED PROCUREMENT:

The fee to bid and administer all transportation-related contracts and to select, award and coordinate new and used vehicle purchases will change to a per vehicle fee, charged for each vehicle in the fleet.

Rate not to exceed \$27.00 per vehicle

This represents an average fee per vehicle. The actual fee will be reviewed and advised at a later time.

ENTERPRISE FLEET SUPPORT:

The fee for statewide fleet management will be assessed for each vehicle in the fleet.

Rate not to exceed \$53.00 per vehicle

This represents an average fee per vehicle. The actual fee will be reviewed and advised at a later time.

STATE SURPLUS PROPERTY PROGRAM:

VEHICLES

The State Surplus Property Program Vehicle Auction Fees will change.

19.0% OF THE VEHICLE'S SALE PRICE

Vehicle Auction Transportation Fees: \$.38 per mile – any locations.

Inter-Agency Used State Vehicle Sale Fee
Inter-Agency Used State Vehicle Late Fee *

5% of vehicle's sale price
Additional 7% of vehicle's sale price

* A late fee of an additional 7% is assessed if the buying agency does not submit a "Inter-Agency Used State Vehicle Report" to the State Surplus Property Program, 101 East Wilson Street, Madison, within 15 days of accepting delivery of the vehicle.

These fee increases are predicated on the re-bid of the auctioneer contract. The rates may be adjusted downward depending on the outcome of that re-bid.

NON-VEHICLES

The rate depends on the method of sale and on the extent to which the State Surplus Property Program Office is involved. Some types of sales do not involve a fee, and others may require a fee based on the percentage of gross proceeds. This fee covers the cost of staff time, advertising, promotion, organization, vendors coordination, and other services. The State Surplus Property Program will consider including a limited amount of property, such as tractors, boats, or physical plant equipment, in each of the scheduled vehicle auctions.

COMMENTS:

For further information, see the current Procurement Information Memorandum (PIM) or State Procurement Manual Section:

Purchase of New Vehicles	PIM 03-047 and PIM 03-053
Vehicle Auctions	State Procurement Manual PRO-F-1
Inter-Agency Used State Vehicle Sales	State Procurement Manual PRO-F-1
Disposal of State Surplus Property	State Procurement Manual PRO-F-3

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